

ARL Licensing Process Steps

(Please note that the information and listed fees are subject to change.)

FIRST, APPLY FOR THE ARL PROGRAM & GET AN “ELIGIBILITY” LETTER

Before submitting an application to alternative routes to licensure, complete a background check (Step 1) and get your fingerprinting done (Step 2). Your application cannot be processed (even if ARL receives your application) until the background check has cleared the Utah State Office of Education.

1. Complete the **Online Background Check**. (<https://secure.utah.gov/elr/welcome.html>)

To begin the background check process, first go to [Educator Licensing Online](#) and find the background check link. Complete the authorization process and pay fees online. Then print and take the authorization form to a Livescan center listed on the authorization form. Request that the background check be coded and sent to the Utah State Office of Education. Background checks processed through the Livescan system are generally cleared between two to ten working days. You cannot apply to Alternative Routes to Licensure until your background check has been completed, and you cannot receive a letter of eligibility until the background check has cleared. If you pay for an authorization form and fail to take it to a Livescan Center for fingerprinting, your application can not be processed. You will NOT be notified that your background check has cleared. If you have no criminal history, simply apply to ARL after you have completed the digital Livescan background check.

2. Get **fingerprinting** done.

3. Complete a **full Application Packet** with official transcript(s) and fee as well as other items as needed, such as the Content Eligibility Checklist Form, Endorsement Checklists, Foreign Transcript Evaluation, and/or English Oral Proficiency Test. Make sure to include:

- A. **Application Form:** Applications can be found at http://www.schools.utah.gov/cert/DOCS/ARL/ARL-Application-Feb_21_-2012.aspx
Special Education applicants must use a separate application form found at www.schools.utah.gov/sars/Quick-Links/Licensure.aspx)

B. **Official transcripts** with degree(s) posted. If you have foreign transcripts please also complete the following:

Foreign Transcript Evaluation (if your degree or coursework is from foreign transcripts). If your degree or coursework is from foreign transcripts, you must have a Foreign Credential Evaluation done before applying to ARL. See “Out-of-State Foreign Credential” information (at <http://www.schools.utah.gov/cert/License-Requirements/Foreign-Credentialed.aspx> under “Step 2”.)

English Oral Proficiency Testing (if English is not the primary language spoken in your degree’s country of origin). If English is not the primary language spoken in your degree’s country of origin, you will also need verification of your English proficiency through an Oral Proficiency Language Test before applying to ARL. You may schedule an Oral Proficiency Interview with Language Testing International (LTI) (http://www.languagetesting.com/acad_to_apply.htm) . An applicant must attain a level of Advanced Low to pass the English Language Proficiency benchmark.)

C. **\$100* Application Fee**. Make a check (or money order) payable to Utah State Office of Education for the \$100 evaluation fee. Fees are non-refundable.

D. **“Content Course Eligibility Checklist”** Form (if applying for Elementary or Special Education. This form can be found at http://www.schools.utah.gov/cert/DOCS/APT/Elementary_Transcript_Worksheet.aspx.)

E. **Endorsement Checklists** for each subject area you are applying for (if not a degree-related major in the Secondary Education endorsement area) must be included with your application. Secondary Education applicants, who do not have a directly related major in the area, must include a completed “endorsement” checklist for each area they wish to be considered for. **No additional endorsement review fees are needed with this ARL application.** Endorsement links can be found at: <http://www.schools.utah.gov/cert/Endorsements-ECE-License.aspx> . Areas such as Business, etc. are found under the “CTE Career and Technical Education” link. Elementary applicants must also complete the “Content Course Eligibility Checklist” form. ([http://www.schools.utah.gov/cert/DOCS/APT/Elementary Transcript Worksheet.aspx](http://www.schools.utah.gov/cert/DOCS/APT/Elementary_Transcript_Worksheet.aspx)).

Submit full Application Packet - Put all three items in ONE envelope and mail to:

**Alternative Routes to Licensure
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200.**

Make sure to include both the street address and the P.O. Box in your mailing address. Incomplete applications will be returned.

4. **Eligibility Letter** from ARL: Following an evaluation of your application, transcript, and clearance of your background check, you will receive a letter from ARL informing you whether or not you qualify and are eligible to be hired and to participate in the Alternative Routes to Licensure Program. If eligible, you will get an Eligibility letter which you can give to District Human Resources where you want to apply to teach. The letter will designate the license area (i.e. Secondary or Elementary) and which area of endorsement (subject) you can earn if hired.

5. **Apply for jobs** at various districts/Charter Schools/Private Schools as long as they are accredited. Apply at: www.teachers-teachers.com and/or each district you are interested in working in.

THEN, GET A JOB:

6. **Get a Job** - You must be hired in an accredited school for .50 contract or more in your eligible areas. Instructors, aides, tutors, language assistants, pull out program teachers, or Elementary Education specific subject only teachers (i.e. reading, etc.) are NOT eligible to earn a license through the regular ARL Alternative Route to Licensure Program. Special Education teachers must be hired to teach in an approved mild/moderate special education setting and must be directly instructing students for at least .50 FTE minimum. Special Education teachers must be either the teacher of record directly instructing students, or Co-teaching with direct instruction of students or a Consultative Collaborative Special Education Pullout Teacher directly instructing students for at least .50 FTE minimum. Online teachers are eligible to earn an Online teaching license through ARL.

7. **Inform our ARL office** if you are hired in a licensed teaching position. ARL will send you a Confirmation of Employment form. Complete the form and obtain signatures from the school principal and human resource director.

8. Submit an ARL “**Confirmation of Employment**” **Form** with signatures from your Principal and HR director. Your new teaching assignment will be put on CACTUS (the State Teacher Tracking System).

9. Pay the **Program Development & Tracking Fee \$400**. Mail the Confirmation of Employment form to Alternative Routes to Licensure with the required \$400 program development and tracking fee. As soon as Alternative Routes to Licensure receives your completed Confirmation of Employment form with the required program development and tracking fee, a Professional Growth Plan will be developed for you. When your Professional Growth Plan has been developed, the ARL secretary will call you to set an appointment. A Professional Growth Plan appointment can be conducted in person at the Utah State Office of Education, or if distance is a problem, over the telephone.

NEXT, GET AN “ARL” PLAN outlining required Coursework, Testing, etc. to earn a license and endorsement(s) while you teach. A Professional Growth Plan is developed only after a candidate is hired and pays the requisite program development and tracking fee. You are responsible for all costs involved in completing your ARL Plan:

10. Get a “**Professional Growth Plan**” (PGP) Plan. ARL will set up an appointment with you to go over your ARL plan with you once it is developed. You will meet with an ARL advisor to make sure you understand your plan and program expectations. For example, all participants usually take 6 General Pedagogy Classes, 1-4 Methods courses, the related Praxis testing, and any additional content courses if needed as part of the licensing process once hired. Special Education plans usually require 10 total courses including pedagogy and methods courses and Content Praxis test(s). A few subject areas have the option of either Coursework/Testing or a Competency Route (such as ABCTE for Sp. Ed.). Possible routes to licensure can be found at: <http://www.schools.utah.gov/cert/Alternative-Routes-to-Licensure/Possible-Routes.aspx> Please do not enroll in ABCTE unless you have received an ARL plan with specific options for this because Utah doesn’t accept the ABCTE program otherwise.

11. Pass the **Praxis II Content Area test** to become HQ highly qualified as soon as possible (preferably by the first semester of teaching). www.ets.org/praxis . (Note: You must still be meeting the current Praxis II qualifying Utah cut score at the time of program completion as well.)

12. **Teach successfully** full time for at least 1 year (or at least .50 part-time for 2 years). Your plan can be renewed for up to 3 years if you have never had a temporary authorization before. (Board rule allows for only 3 “authorizations” in an individual’s lifetime.)

13. Work with a **trained mentor** assigned by your Principal in your school. An appropriate mentor must be a Utah licensed teacher (preferably a Level 2 licensed and experienced mentor trained teacher) and can not be the ARL’s subordinate. Special Education teacher mentors must hold a Special Education license and also meet the above qualifications.

14. **Take Courses** that are outlined on your PGP Plan. (All courses must earn a “C” grade or above. Not C-.)

15. Each Spring, you submit “**Progress Forms**” with official transcripts and documentation. (SLCC coursework may be posted in OnTrack through the www.uen.org website or official SLCC transcripts.)

16. Each Spring, your Principal will submit their **observations and evaluations of you**. You must successfully pass these observations/classroom performance with “meets standards” or above. Principals/Directors evaluating must be a licensed administrator or current Charter/Private School

Administrator and can not be the ARL's subordinate.

17. Your first year Temporary ARL Authorization will be reissued to a **Temporary ARL License** if you complete your Progress Forms and your Principal's evaluations satisfactorily. You must do this each year that you are in the program in order to have your temporary license re-issued for the following year. Full time teaching participants may be able to get licensed as quickly as one year if they have completed their entire Professional Development Plan. Diligent participants usually complete the program between eighteen months to two years.

FINALLY, COMPLETE THE PLAN & BE RECOMMENDED FOR LICENSURE:

18. **Complete PGP plan.** (Let us know if anything changes in your employment during the time you are completing the plan.)

19. Once the Plan is completed, we will request a **Principal's Letter of Recommendation** for Licensure from your current principal. You must be recommended for a teaching license by the school administrator and by the USOE ARL Specialist. You must be currently teaching in a licensed position when the Professional Growth Plan is completed and the recommendation is submitted by the school administrator for licensure.

20. Complete a **Level 1 Licensure Application form**. ARL will send you this form once you are ready to complete the licensing process steps.

21. Update your **background check** only if it is outdated - more than 3 years old.

22. Complete the "**Ethics Review**" online at <https://secure.utah.gov/elr/welcome.html> .

23. Pay the **Level 1 Licensing Fee** \$55 to USOE.

24. Once the Principal's Recommendation letter is received and Ethics Review, Level 1 License Form & fees are in, you will be recommended for licensure.

25. Yeah! The licensing process is complete when you receive your license in the mail.

Note: Information and fees listed here are subject to change. Fees are non-refundable.

ARL Contact Information:

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Fees*

Background Check Fee - \$74

Application Fee - \$100

Program Development & Tracking Fee - \$400

Licensure Fee - \$55

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